

**TO: MAYOR AND CITY COUNCIL**  
**FROM: NEIL JENSEN, City Administrator**  
**SUBJECT: Approve Zoning Administrator**

**MEETING DATE: February 15, 2022**

**BACKGROUND**

Dianne Howard is currently the Acting Zoning Administrator and has been for several months. It was brought to the Finance Committee to remove the “Acting” and make Dianne the Zoning Administrator. After discussion it was recommended to City Council to approve Dianne Howard as the new Zoning Administrator at a Grade 9, Step 5 pay scale, Pay Equity points of 238 and also approve the new job description for the position.

This position will become effective upon approval by the council.

**STAFF RECOMMENDATION**

Please make a motion to approve Dianne Howard as the new Zoning Administrator at a Grade 9, Step 5 pay scale, Pay Equity points of 238 and also approve the new Zoning Administrator job description for the position.

**REQUESTED COUNCIL ACTION**

Please make a motion to approve Dianne Howard as the new Zoning Administrator at a Grade 9, Step 5 pay scale, Pay Equity points of 238 and also approve the new Zoning Administrator job description for the position.



Title:	Zoning Administrator
Department/Location:	Administration
Immediate Supervisor:	City Administrator
Revision Date	September 2021
FLSA Status	
Classification	

### Position Summary

Manages and performs responsible professional work in the area of City Planning including sole responsibility for the following: enforcement of zoning codes, subdivision regulations, the municipal code and related land use ordinances; acts as the contact and resource for property owners, the general public, contractors and developers for all planning matters.

### Essential Responsibilities

1. Manages the information provided to the community related to Zoning Ordinance, Subdivision Regulations, the Municipal Code and related City land use ordinances and policies to developers, contractors, property owners, and the public upon request.
2. Interprets and enforces the local Zoning Ordinance, Subdivision Regulations, the Municipal Code and related municipal ordinances.
  - a) Manages the updates and revisions to documents including Zoning Ordinance, Subdivision Regulations, the Municipal Code and related land use ordinances; makes recommendations independently and jointly with other city personnel to amend policies, procedures and ordinances.
  - b) Manages the reviews applications for variances, conditional use permits, interim use permits, subdivisions and zoning change requests; sign regulations and various others, prepares staff reports and presents to Planning Commission and City Council as needed.
  - c) Prepares records and reports of investigations and violations of land use regulations or other appropriate City ordinances.
3. Process, route for approval, and issue business licenses and permits.
  - a) Assure accordance with related ordinances, regulations, and established procedures.
  - b) Calculate and process fees for contractors.
  - c) Research and verify records of contractors.
  - d) Issue or renew business licenses in accordance with the City Code.
4. Coordinate with Building Inspection Division staff for approval or denial of building permits.
5. Coordinates City Planning activities with other governmental entities.
6. Prepares the preparation of maps, plans, charts, and other graphic materials for Planning and all other City departments.
  - a) Assists in maintaining the Geographic Information System (GIS) and all aspects of this system on the computer.
  - b) Creates maps, as needed.

7. Attends Planning Commission, City Council meetings and City Council appointed committees; prepares agenda items and presents background information as appropriate; responds to questions from City Council, Planning Commission and committee members, elected officials, and the general public; gives recommendations when requested.
  - a) Prepares public hearing and meeting notices for local newspaper and sends notices to property owners as appropriate.
  - b) Develop, organize and manage special projects related to planning.
  - c) Work with community groups and organizations special projects.
8. Attends professional development seminars, workshops, conferences and continuing education programs as appropriate.
9. Provides comprehensive customer services and zoning compliance.
10. Performs other duties when assigned or when necessary.

#### Education and Experience

- One year of experience in a related field. Public sector experience is highly desirable.
- Certification as a notary public within six months of hire date.
- Associate degree in planning, public administration or related field.
- Equivalent combination of education and experience required to perform all essential responsibilities of this position.

#### Knowledge, Skills and Abilities

- Ability to communicate effectively both orally and in writing and to maintain effective working relationships with local, State and Federal agencies, private businesses and developers, elected officials, committee members, property owners and the general public.
- Knowledge Zoning and subdivision laws, ordinance requirements, policies and procedures pertaining to the land use application approval process.
- Knowledge of City Planning practices and procedures.
- Knowledge of Government statutes, rules, processes and services.
- Ability to develop, organize and monitor manage City Planning programs as directed.
- Ability to follow written and oral instructions.
- Real estate development and laws including acquisition and laws.

#### Work Environment and Physical Demands

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing and repetitive motions, frequently requires using hands to finger, handle or feel and reaching with hands and arms and occasionally requires standing, walking, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the city and requirements of the job change.

The City of Cannon Falls is an equal opportunity employer in compliance with the Americans with Disabilities Act. It will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



**DDA**

**Human Resources, Inc.**  
*a David Drown Associates Company*

**TO: NEIL JENSEN, CANNON FALLS CITY ADMINISTRATOR**

**FROM: TESSIA MELVIN, DDA MANAGEMENT CONSULTANT**

**DATE: DECEMBER 1, 2021**

**SUBJECT: CLASSIFICATION OF ZONING ADMINISTRATOR**

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Under the City's current system, review of the revised job position. I would classify the Zoning Administrator at 238 points.

Tessia Melvin, DDA Management Consultant

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